



EL CAMINO COLLEGE

Office of the Vice President – Academic Affairs

**NOTES – Council of Deans Policy Review Meeting
September 20, 2018**

Present: L. Clowers, W. Cox, R. Dreizler, C. Gold, D. Gonzales, A. Grant, G. Greco, A. Hernandez, C. Jimenez, S. Kushigemachi, A. Leible, M. Lemons, C. Martin, R. Miyashiro, R. Natividad, N. Oliva, D. Patel, B. Price, I. Reyes, J. Shankweiler, J. Sims

1. DISCUSSION/ACTION

- a. AP 6166 - Disaster Recovery – A. Leible
Policy reviewed on 8/9/18, but was tabled in order to allow more time for review. Updates were made based on previous comments concerning language and formatting. A chart will be added defining tiers and priorities for reinstating systems. Policy approved to move forward.
- b. AP 6176 - Security Incident Response – A. Leible
Policy was reviewed. Purpose of the policy is to provide requirements and procedural steps for recovery in the event of an unplanned security incident. There were no questions or comments. Policy approved to move forward.
- c. AP 6178 - Network Security - Secure Operations – A. Leible
Policy was reviewed. Procedure describes policies for secure operations for El Camino information and systems. A. Leible reported on a recent malware incident that occurred on campus. Firewall was able to block the virus so that no data or external communications were affected. A requirement to change your password will be required. It was noted that on page 5, the numbering sequence was off; need to adjust for missing number 2.6.1. Under 2.6.3 - PCI Third Party Requirements, suggestion was made to define Payment Card Industry Data Security Standard (PCI DSS) in the first paragraph, followed by use of the acronym for later references. Policy approved to move forward.
- d. BP 3720.1 - Student Computing Access – A. Leible
This is an existing board policy requiring update. Policy currently applies to strictly owned district hardware. Changes made to the policy were the addition of AP references. It was noted that policy changes should be underlined. Policy approved to move forward.
- e. AP 7160 - Professional Development – J. Shankweiler
Policy was reviewed last year, but went back and forth between Ed Policies and the Professional Development Committee. Changes centered on the addition of three committees under the umbrella committees for the district to establish a professional

development advisory committee. Most recent addition was the Managers Professional Development Committee. Policy approved to move forward.

f. AP 4022 - Course Approval – J. Shankweiler

Policy was previously reviewed by Council of Deans and the College Curriculum Committee. Policy covers the procedure for course approval for non-degree applicable credit courses and degree applicable credit courses that are not part of a permitted program, or stand-alone courses. It was noted that the reference to the CCLC template should be removed. The limit of 12 semester units of coursework was increased to 18 units. Policy approved to move forward.

g. AP 3050 - Code of Ethics – J. Shankweiler

Policy was reviewed. J. Shankweiler noted that the ACCJC requires a written Code of Ethics which must include sanctions for noncompliance. Policy covers all employees in various work settings. A question was asked regarding colleagues. J. Shankweiler clarified that anyone employed at ECC are colleagues, including classified staff and managers. Under F.4., a suggestion was noted to add, "In supervisory, management and administrative roles, treat those they supervise with respect and integrity and value the well-being of **their** employees as they make decisions about the needs of the institution." Academic Freedom to be checked against the board policy in reference to AP 3050. Changes were noted and policy will be brought back for further review.

h. BP 3504 - Children & Visitors in Classroom – R. Natividad

Policy was previously reviewed. Discussion centered on children and visitors in the classroom. Focus was to limit discussion to in classroom, not on campus. No CLC template to follow. Discussion ensued regarding college sponsored events, like Kids College. Policy will be brought back for further review.

i. AP/BP 4300 - Field Trips & Excursions – R. Natividad

Tabled for the next meeting

2. **ANNOUNCEMENT**

J. Shankweiler announced that an Office of Civil Rights (OCR) complaint was received concerning faculty members not giving students their accommodations, which are required for a documented disability. As part of the OCR resolution, training will be provided to all faculty. G. Greco, D. Patel, and J. Ishikawa developed and filmed four online modules, available through Keenan, for faculty members to review. A memo will be sent out to the divisions stating that all faculty, including part time, must complete the training. It will go through PD Reporter and Professional Development credit will be given. Must complete training by end of the fall semester. After the initial training is completed, it will become part of the onboarding process. Please announce to your faculty that training will be forthcoming.

3. **NEXT MEETING**

Council of Deans – October 11, 2018; 8:30-10:30 am; Alondra Room